Dear Vendor/Supplier

Is your company in complete compliance with "Y2K" protocols for all mission critical operations? If the answer is "Yes", please provide a letter or other certification of compliance.

If the answer is "No", please provide your Y2K compliance plan and implementation schedule.

Please review the following matrix and note in the "Comments" column either "Yes" for currently compliant, your anticipated date of readiness or "N/A" if not applicable to your business.

Any item that is "cordless" or portable in nature (i.e.: cellular phones, laptop computers, etc.) will be dependent on the local power company's ability to provide sustained power to recharge their batteries. Are measures being taken to ensure the continued usage of any mission critical devices?

All submittals of compliance certification, compliance plans, matrix and implementation schedules must be provided within ten (10) business days of receipt of this letter.

May 25, 1999

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